

TRAINING REGULATIONS

SANITARY LANDFILL OPERATIONS NC II



UTILITIES SECTOR

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

East Service Road, South Luzon Expressway (SLEX), Taguig, Metro Manila

*Technical Education and Skills Development Act of 1994
(Republic Act No. 7796)*

Section 22, “Establishment and Administration of the National Trade Skills Standards” of the RA 7796 known as the TESDA Act mandates TESDA to establish national occupational skill standards. The Authority shall develop and implement a certification and accreditation program in which private industry group and trade associations are accredited to conduct approved trade tests, and the local government units to promote such trade testing activities in their respective areas in accordance with the guidelines to be set by the Authority.

The Training Regulations (TR) serve as basis for the:

1. Competency assessment and certification;
2. Registration and delivery of training programs; and
3. Development of curriculum and assessment instruments.

Each TR has four sections:

Section 1 Definition of Qualification - refers to the group of competencies that describes the different functions of the qualification.

Section 2 Competency Standards - gives the specifications of competencies required for effective work performance.

Section 3 Training Arrangements - contains information and requirements in designing training program for certain Qualification. It includes curriculum design, training delivery; trainee entry requirements; tools and requirements; tools and equipment; training facilities and trainer's qualification.

Section 4 Assessment and Certification Arrangement - describes the policies governing assessment and certification procedure

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TRAINING REGULATIONS FOR SANITARY LANDFILL OPERATIONS NC II

SECTION 1 SANITARY LANDFILL OPERATIONS NC II QUALIFICATION

The **SANITARY LANDFILL OPERATIONS NC II** Qualification consists of competencies that a person must achieve to direct dumping/disposal of in-coming waste in the active cell and perform post-dumping activities.

The Units of Competency comprising this Qualification include the following:

UNIT CODE	BASIC COMPETENCIES
500311105	Participate in workplace communication
500311106	Work in team environment
500311107	Practice career professionalism
500311108	Practice occupational health and safety procedures

UNIT CODE	COMMON COMPETENCIES
TRS311201	Develop and update industry knowledge
TRS311204	Perform workplace security and safety practices
UTL532201	Maintain environmental health and awareness in the workplace

UNIT CODE	CORE COMPETENCIES
UTL541301	Direct dumping/disposal of in-coming waste in the active cell
UTL541302	Perform post-dumping activities

A person who has achieved this Qualification is competent to be:

- Sanitary Landfill Facility (SLF) Spotter**

SECTION 2 COMPETENCY STANDARDS

These guidelines are set to provide the Technical Vocational Education and Training (TVET) providers with information and other important requirements to consider when designing training programs for **SANITARY LANDFILL OPERATIONS NCII**.

BASIC COMPETENCIES

UNIT OF COMPETENCY : PARTICIPATE IN WORKPLACE COMMUNICATION

UNIT CODE : 500311105

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to gather, interpret and convey information in response to workplace requirements.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Obtain and convey workplace information	1.1 Specific and relevant information is accessed from appropriate sources 1.2 Effective questioning, active listening and speaking skills are used to gather and convey information 1.3 Appropriate medium is used to transfer information and ideas 1.4 Appropriate non- verbal communication is used 1.5 Appropriate lines of communication with supervisors and colleagues are identified and followed 1.6 Defined workplace procedures for the location and storage of information are used 1.7 Personal interaction is carried out clearly and concisely	1.1 Procedure of gathering workplace information 1.2 Techniques in gathering information 1.3 Effective methods of conveying information 1.4 Written communication methods 1.5 Techniques in conveying communication 1.6 Different modes of communication 1.7 Organizational policies 1.8 Communication procedures and systems 1.9 Technology relevant to the enterprise and the individual's work responsibilities	1.1 Gathering of workplace information skills 1.2 Sourcing of information skills 1.3 Sorting of information skills 1.4 Obtaining workplace information skills 1.5 Conveying workplace information skills 1.6 Gathering and providing information in response to workplace Requirements

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Participate in workplace meetings and discussions	2.1 Team meetings are attended on time 2.2 Own opinions are clearly expressed and those of others are listened to without interruption 2.3 Meeting inputs are consistent with the meeting purpose and established protocols 2.4 Workplace interactions are conducted in a courteous manner 2.5 Questions about simple routine workplace procedures and matters concerning working conditions of employment are asked and responded to 2.6 Meetings outcomes are interpreted and implemented	2.1 Effective communication 2.2 Different modes of communication 2.3 Written communication 2.4 Organizational policies 2.5 Communication procedures and systems 2.6 Decorum in participating workplace meetings and discussions	2.1 Participating skills in workplace meetings and discussions 2.2 Following simple spoken language 2.3 Completing work related documents 2.4 Estimating, calculating and recording routine workplace measures 2.5 Relating to people of social range in the workplace 2.6 Gathering and providing information in response to workplace Requirements
3. Complete relevant work related documents	3.1 Range of forms relating to conditions of employment are completed accurately and legibly 3.2 Workplace data is recorded on standard workplace forms and documents 3.3 Basic mathematical processes are used for routine calculations 3.4 Errors in recording information on forms/ documents are identified and properly acted upon 3.5 Reporting requirements to supervisor are completed according to organizational guidelines	3.1 Methods of making/completing work related documents 3.2 Company standards and procedures in making work related documents 3.3 Effective communication 3.4 Different modes of communication 3.5 Written communication 3.6 Organizational policies 3.7 Communication procedures and systems 3.8 Technology relevant to the enterprise and the individual's work responsibilities	3.1 Documenting skills 3.2 Report writing skills 3.3 Making/developing work related documents 3.4 Perform routine workplace duties following simple written notices 3.5 Completing work related documents 3.6 Estimating, calculating and recording routine workplace measures 3.7 Ability to relate to people of social range in the workplace

RANGE OF VARIABLES

VARIABLE	RANGE
1. Appropriate sources	1.1. Team members 1.2. Suppliers 1.3. Trade personnel 1.4. Local government 1.5. Industry bodies
2. Medium	2.1. Memorandum 2.2. Circular 2.3. Notice 2.4. Information discussion 2.5. Follow-up or verbal instructions 2.6. Face to face communication
3. Storage	3.1. Manual filing system 3.2. Computer-based filing system
4. Forms	Personnel forms, telephone message forms, safety reports
5. Workplace interactions	5.1. Face to face 5.2. Telephone 5.3. Electronic and two way radio 5.4. Written including electronic, memos, instruction and forms, non-verbal including gestures, signals, signs and diagrams
6. Protocols	6.1. Observing meeting 6.2. Compliance with meeting decisions 6.3. Obeying meeting instructions

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1. Prepared written communication following standard format of the organization 1.2. Accessed information using communication equipment 1.3. Made use of relevant terms as an aid to transfer information effectively 1.4. Conveyed information effectively adopting the formal or informal communication
2. Resource Implications	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1. Fax machine 2.2. Telephone 2.3. Writing materials 2.4. Internet
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1. Direct Observation 3.2. Oral interview and written test
4. Context for Assessment	<p>Competency may be assessed individually in the actual workplace or through accredited institution</p>

UNIT OF COMPETENCY : WORK IN TEAM ENVIRONMENT**UNIT CODE : 500311106****UNIT DESCRIPTOR :** This unit covers the skills, knowledge and attitudes to identify role and responsibility as a member of a team.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Describe team role and scope	1.1 The <i>role and objective of the team</i> is identified from available <i>sources of information</i> 1.2 Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources	1.1 Company vision/mission statements 1.2 Company policies and employee code of conduct 1.3 Communication process 1.4 Team structure 1.5 Team roles 1.6 Group planning and decision making	1.1 Communicating skills appropriately and consistent with the culture of the workplace 1.2 Adopting skills to team role and scope of responsibilities
2. Identify own role and responsibility within team	2.1 Individual role and responsibilities within the team environment are identified 2.2 Roles and responsibility of other team members are identified and recognized 2.3 Reporting relationships within team and external to team are identified	2.1 Company vision/mission statements 2.2 Company policies and employee code of conduct 2.3 Communication process 2.4 Team structure 2.5 Team roles 2.6 Group planning and decision making 2.7 Methods and techniques of role and responsibility identification with a team	2.1 Communicating skills appropriately and consistent with the culture of the workplace 2.2 Role and responsibility identification skills
3. Work as a team member	3.1 Effective and appropriate forms of communications used and interactions undertaken with team members who contribute to known team activities and objectives	3.1 Approaches of interacting with team members 3.2 Types of communications used in effective interaction with team members 3.3 Methods of working as a team	3.1 Team working skills 3.2 Communicating skills appropriately and consistent with the culture of the workplace 3.3 Skills in observing protocols when making reports

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	3.2 Effective and appropriate contributions made to complement team activities and objectives, based on individual skills and competencies and workplace context 3.3 Observed protocols in reporting using standard operating procedures 3.4 Contribute to the development of team work plans based on an understanding of team's role and objectives and individual competencies of the members	3.4 Techniques in working as a team	3.4 Using standard procedures when making reports 3.5 Developing teamwork plans based on team's role and objectives

RANGE OF VARIABLES

VARIABLE	RANGE
1. Role and objective of team	1.1. Work activities in a team environment with enterprise or specific sector 1.2. Limited discretion, initiative and judgment maybe demonstrated on the job, either individually or in a team environment
2. Sources of information	2.1. Standard operating and/or other workplace procedures 2.2. Job procedures 2.3. Machine/equipment manufacturer's specifications and instructions 2.4. Organizational or external personnel 2.5. Client/supplier instructions 2.6. Quality standards 2.7. OHS and environmental standards
3. Workplace context	3.1. Work procedures and practices 3.2. Conditions of work environments 3.3. Legislation and industrial agreements 3.4. Standard work practice including the storage, safe handling and disposal of chemicals 3.5. Safety, environmental, housekeeping and quality guidelines

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1. Operated in a team to complete workplace activity 1.2. Worked effectively with others 1.3. Conveyed information in written or oral form 1.4. Selected and used appropriate workplace language 1.5. Followed designated work plan for the job 1.6. Reported outcomes
2. Resource Implications	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1. Access to relevant workplace or appropriately simulated environment where assessment can take place 2.2. Materials relevant to the proposed activity or tasks
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1. Observation of the individual member in relation to the work activities of the group 3.2. Observation of simulation and or role play involving the participation of individual member to the attainment of organizational goal 3.3. Case studies and scenarios as a basis for discussion of issues and strategies in teamwork
4. Context for Assessment	<ul style="list-style-type: none"> 4.1 Competency may be assessed in workplace or in a simulated workplace setting 4.2 Assessment shall be observed while task are being undertaken whether individually or in group

UNIT OF COMPETENCY : PRACTICE CAREER PROFESSIONALISM**UNIT CODE : 500311107****UNIT DESCRIPTOR** : This unit covers the knowledge, skills and attitudes in promoting career growth and advancement.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Integrate personal objectives with organizational goals	1.1 Personal growth and work plans are pursued towards improving the qualifications set for the profession 1.2 Intra- and interpersonal relationships are maintained in the course of managing oneself based on performance evaluation 1.3 Commitment to the organization and its goal is demonstrated in the performance of duties	1.1 Work values and ethics (Code of Conduct, Code of Ethics, etc.) 1.2 Company policies 1.3 Company operations, procedures and standards 1.4 Company mission/vision statements 1.5 Ways of integrating personal objectives with organizational goals	1.1 Integrating skills of personal objectives with organizational goals 1.2 Pursuing personal growth and work plans 1.3 Demonstrating commitment to the organization and its goals 1.4 Intra and Interpersonal skills
2. Set and meet work priorities	2.1 Competing demands are prioritized to achieve personal, team and organizational goals and objectives. 2.2 Resources are utilized efficiently and effectively to manage work priorities and commitments 2.3 Practices along economic use and maintenance of equipment and facilities are followed as per established procedures	2.1 Company policies 2.2 procedures and standards 2.3 Company and departmental goals and priorities 2.4 Managing priorities and commitments 2.5 Economic use and maintenance of equipment and facilities 2.6 Ways and means of practicing economic use and maintenance of equipment and facilities	2.1 Setting skills of work priorities 2.2 Meeting with work priorities 2.3 Intra and Interpersonal skills 2.4 Communication skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Maintain professional growth and development	3.1 <i>Trainings and career opportunities</i> are identified and availed of based on job requirements 3.2 <i>Recognitions</i> are sought/received and demonstrated as proof of career advancement 3.3 <i>Licenses and/or certifications</i> relevant to job and career are obtained and renewed	3.1 Ways of identifying trainings and career opportunities 3.2 Techniques of seeking and receiving recognitions 3.3 Procedures of obtaining licenses and/or certifications relevant to the job	3.1 Identifying trainings and career opportunities 3.2 Seeking recognitions are sought/received and demonstrated as proof of career advancement 3.3 Obtaining and renewing Licenses and/or certifications relevant to job and career

RANGE OF VARIABLES

VARIABLE	RANGE
1. Evaluation	1.1 Performance Appraisal 1.2 Psychological Profile 1.3 Aptitude Tests
2. Resources	2.1 Human 2.2 Financial 2.3 Technology 2.3.1 Hardware 2.3.2 Software
3. Trainings and career opportunities	3.1 Participation in training programs 3.1.1 Technical 3.1.2 Supervisory 3.1.3 Managerial 3.1.4 Continuing Education 3.2 Serving as Resource Persons in conferences and workshops
4. Recognitions	4.1 Recommendations 4.2 Citations 4.3 Certificate of Appreciations Commendations 4.6 Awards 4.7 Tangible and Intangible Rewards
5. Licenses and/or certifications	5.1 National Certificates 5.2 Certificate of Competency 5.3 Support Level Licenses 5.4 Professional Licenses

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Attained job targets within key result areas (KRAs) 1.2 Maintained intra - and interpersonal relationship in the course of managing oneself based on performance evaluation 1.3 Completed trainings and career opportunities which are based on the requirements of the industries 1.4 Acquired and maintained licenses and/or certifications according to the requirement of the qualification
2. Resource Implications	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Workplace or assessment location 2.2 Case studies/scenarios
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Portfolio Assessment 3.2 Interview 3.3 Simulation/Role-plays 3.4 Observation 3.5 Third Party Reports 3.6 Exams and Tests
4. Context for Assessment	<p>Competency may be assessed in the work place or in a simulated work place setting</p>

UNIT OF COMPETENCY : PRACTICE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

UNIT CODE : 500311108

UNIT DESCRIPTOR : This unit covers the outcomes required to comply with regulatory and organizational requirements for occupational health and safety.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify hazards and risks	1.1 Safety regulations and workplace safety and hazard control practices and procedures are clarified and explained based on organization procedures 1.2 Hazards/risks in the workplace and their corresponding indicators are identified to minimize or eliminate risk to co-workers, workplace and environment in accordance with organization procedures 1.3 Contingency measures during workplace accidents, fire and other emergencies are recognized and established in accordance with organization procedures	1.1 Company workplace safety regulations 1.2 Industry hazard control practices and procedures 1.3 Internationally recognized OHS procedures and practices and regulations 1.4 PPE types and uses 1.5 Personal hygiene practices 1.6 Hazards/risks identification and control 1.7 Threshold Limit Value -TLV 1.8 OHS indicators 1.9 Organization safety and health protocol 1.10 Safety consciousness 1.11 Health consciousness	1.1 Clarifying and explaining safety regulations and workplace safety and hazard control 1.2 Identifying hazards/risks in the workplace and their corresponding indicators 1.3 Recognizing contingency measures during workplace accidents, fire and other emergencies 1.4 Practice of personal hygiene 1.5 Interpersonal skills 1.6 Communication skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Evaluate hazards and risks	2.1 Terms of maximum tolerable limits which when exceeded will result in harm or damage are identified based on threshold limit values (TLV) 2.2 Effects of the hazards are determined 2.3 OHS issues and/or concerns and identified safety hazards are reported to designated personnel in accordance with workplace requirements and relevant workplace OHS legislation	2.1 Methods of identifying terms of maximum tolerable limits 2.2 Hazard effects 2.3 Reporting methods on OHS issues/concerns 2.4 OHS procedures and practices and regulations 2.5 PPE types and uses 2.6 Hazards/risks identification and control 2.7 Threshold Limit Value -TLV 2.8 OHS indicators 2.9 Organization safety and health protocol 2.10 Safety consciousness 2.11 Health consciousness	2.1 Identifying terms of maximum tolerable limits 2.2 Determining effects of hazards and risks 2.3 Reporting OHS issues and/or concerns 2.4 Identifying safety hazards 2.5 Hazards/risks identification and control skills 2.6 Interpersonal skills 2.7 Communication skills
3. Control hazards and risks	3.1 Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace are consistently followed 3.2 Procedures for dealing with workplace accidents, fire and emergencies are followed in accordance with organization OHS policies 3.3 Personal protective equipment (PPE) is correctly used in accordance with organization OHS procedures and practices	3.1 Ways of following Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace 3.2 Ways of following procedures for dealing with workplace accidents, fire and emergencies 3.3 Types and use of personal protective equipment (PPE) 3.4 OHS procedures and practices and regulations	3.1 Following occupational health and safety (OHS) procedures for controlling hazards/risks in workplace 3.2 Following procedures for dealing with workplace accidents, fire and emergencies 3.3 Using correctly personal protective equipment (PPE)

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	3.4 Appropriate assistance is provided in the event of a workplace emergency in accordance with established organization protocol	3.5 Methods and techniques in providing appropriate assistance in the event of a workplace emergency 3.6 Hazards/risks identification and control	3.4 Providing assistance in the event of a workplace emergency in accordance with established organization protocol
4. Maintain OHS awareness	4.1 <i>Emergency-related drills and trainings</i> are participated in as per established organization guidelines and procedures 4.2 <i>OHS personal records</i> are completed and updated in accordance with workplace requirements	4.1 Participation procedures in emergency-related drills and trainings 4.2 Ways of completing and updating OHS personal records 4.3 OHS procedures and practices and regulations 4.4 OHS indicators	4.1 Participating in emergency-related drills and trainings 4.2 Completing and updating OHS personal records

RANGE OF VARIABLES

VARIABLE	RANGE
1. Safety regulations	May include but are not limited to: 1.1 Clean Air Act 1.2 Building code 1.3 National Electrical and Fire Safety Codes 1.4 Waste management statutes and rules 1.5 Philippine Occupational Safety and Health Standards 1.6 DOLE regulations on safety legal requirements 1.7 ECC regulations
2. Hazards/Risks	May include but are not limited to: 2.1 Physical hazards – impact, illumination, pressure, noise, vibration, temperature, radiation 2.2 Biological hazards - bacteria, viruses, plants, parasites, mites, molds, fungi, insects 2.3 Chemical hazards – dusts, fibers, mists, fumes, smoke, gasses, vapors 2.4 Ergonomics 2.4.1 Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure, varying metabolic cycles 2.4.2 Physiological factors – monotony, personal relationship, work out cycle
3. Contingency measures	May include but are not limited to: 3.1 Evacuation 3.2 Isolation 3.3 Decontamination 3.4 (Calling designed) emergency personnel
4. PPE	May include but are not limited to: 4.1 Mask 4.2 Gloves 4.3 Goggles 4.4 Hair Net/cap/bonnet 4.5 Face mask/shield 4.6 Ear muffs 4.7 Apron/Gown/coverall/jump suit 4.8 Anti-static suits
5. Emergency-related drills and training	5.1 Fire drill 5.2 Earthquake drill 5.3 Basic life support/CPR 5.4 First aid 5.5 Spillage control 5.6 Decontamination of chemical and toxic 5.7 Disaster preparedness/management
6. OHS personal records	6.1 Medical/Health records 6.2 Incident reports 6.3 Accident reports 6.4 OHS-related training completed

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1 Explained clearly established workplace safety and hazard control practices and procedures 1.2 Identified hazards/risks in the workplace and its corresponding indicators in accordance with company procedures 1.3 Recognized contingency measures during workplace accidents, fire and other emergencies 1.4 Identified terms of maximum tolerable limits based on threshold limit value- TLV. 1.5 Followed Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace 1.6 Used Personal Protective Equipment (PPE) in accordance with company OHS procedures and practices 1.7 Completed and updated OHS personal records in accordance with workplace requirements
2. Resource Implications	<p>The following resources should be provided:</p> <ol style="list-style-type: none"> 2.1 Workplace or assessment location 2.2 OHS personal records 2.3 PPE 2.4 Health records
3. Methods of Assessment	<p>Competency may be assessed through:</p> <ol style="list-style-type: none"> 3.1 Portfolio Assessment 3.2 Interview 3.3 Case Study/Situation
4. Context for Assessment	<p>Competency may be assessed in the work place or in a simulated work place setting</p>

COMMON COMPETENCIES

UNIT OF COMPETENCY : DEVELOP AND UPDATE INDUSTRY KNOWLEDGE

UNIT CODE : TRS311201

UNIT DESCRIPTOR : This unit covers skills and attitude required to apply best practices used in the industry and share knowledge gained through experience with others in the industry.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Seek information on the industry	1.1 Sources of information on the industry are correctly identified and accessed. 1.2 Information to assist effective work performance is obtained in line with job requirements. 1.3 Specific information on sector of work is accessed and updated. 1.4 Industry information is correctly applied to day-to-day work activities.	1.1 Technology 1.1.1 Sources of information for industry updates 1.1.2 Information to assist effective work performance 1.2 Communications 1.2.1 Verbal and written communication 1.2.2 Interaction with clients 1.3 Codes and Regulations 1.3.1 Occupational safety and health standards 1.3.2 RA 9003 1.3.3 RA 6969 1.3.4 Local ordinances 1.3.5 Company policy 1.4 Values 1.4.1 Safety- and - health consciousness 1.4.2 Resourcefulness 1.4.3 Diligence 1.4.4 Time-consciousness	1.1 Knowing the sources of information on the industry 1.2 Assessing and updating industry information to effect improved work performance 1.3 Applying industry information to day-to-day work activities 1.4 Practicing communication skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		1.4.5 Cost - consciousness 1.4.6 Personal integrity in doing routine management practices 1.4.7 Perseverance in executive routine works 1.4.8 Ability to work with others harmoniously	
2. Update industry knowledge	2.1 Informal and/or formal research is used to update general knowledge of the industry. 2.2 Updated knowledge is shared with customers and colleagues as appropriate and incorporated into day-to-day working activities.	2.1 Technology 2.1.1 Updated researches in industry sector 2.2 Communications 2.2.1 Verbal and written communication 2.2.1 Interaction with clients 2.2.2 Sharing with customers and clients the updated industry information 2.3 Codes and Regulations 2.3.1 Company policy 2.4 Values 2.4.1 Safety- and health consciousness 2.4.2 Resourcefulness 2.4.3 Diligence 2.4.4 Time-consciousness 2.4.5 Cost - consciousness 2.4.6 Personal integrity in doing routine management practices	2.1 Updating knowledge on industry through research 2.2 Sharing updated knowledge with colleagues and customers as appropriate 2.3 Practicing communication skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		2.4.7 Perseverance in routine works 2.4.8 Ability to work with others harmoniously	

RANGE OF VARIABLES

VARIABLE	RANGE
1. Sources of Information	Information sources may include but are not limited to: <ul style="list-style-type: none"> 1.1 Media 1.2 Reference books 1.3 Libraries 1.4 Industry association 1.5 Industry journals 1.6 Internet 1.7 Seminars 1.8 Forum 1.9 Personal observation and experience
2. Information to assist effective work performance	<ul style="list-style-type: none"> 2.1 Different sectors of the industry and the services available in each sector 2.2 Relationship between the customer representatives and other personnel 2.3 Relationship between the industry and other industries 2.4 Industry working conditions 2.5 Legislation that affects the industry <ul style="list-style-type: none"> 2.5.1 drugs and liquor 2.5.2 health and safety 2.5.3 hygiene 2.5.4 workers compensation 2.5.5 consumer protection 2.5.6 building regulations 2.6 Industrial relations issues and major organizations 2.7 Career opportunities within the industry 2.8 Work ethic required to work in the industry and industry expectations of staff quality assurance

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Knew key sources of information on the industry 1.2 Updated industry knowledge 1.3 Accessed and used industry information
2. Resource implications	The following resources should be provided: 2.1 Sources of information on the industry 2.2 Industry knowledge
3. Methods of assessment	Competency may be assessed through: 3.1 Interview/questions 3.2 Practical demonstration 3.3 Portfolio of industry information related to trainee's work
4. Context of assessment	Competency may be assessed individually in the workplace or in a simulated workplace setting.

UNIT OF COMPETENCY : PERFORM WORKPLACE SECURITY AND SAFETY PRACTICES

UNIT CODE : TRS311204

UNIT DESCRIPTOR : This unit of competency deals with the knowledge, skills and attitudes in following health, safety and security practices. It includes dealing with emergency situations and maintaining safe personal presentation standards.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Follow workplace procedures for health, safety and security practices	1.1 Correct health, safety and security procedures are followed in line with legislation and enterprise procedures 1.2 Breaches of health, safety and security procedures are identified and reported in line with enterprise procedure. 1.3 Suspicious behavior or unusual occurrences are reported in line with enterprise procedure.	1.1 Technology 1.1.1 Correct health, safety and security procedures 1.1.2 Types of breaches of health, safety and security procedures 1.2 Communications 1.2.1 Verbal and written communication 1.2.1 Interaction with clients 1.3 Safety 1.3.1 Personal Safety Equipment 1.3.2 Work hazards 1.4 Codes and Regulations 1.4.1 Occupational safety and health standards 1.4.2 RA 9003 1.4.3 RA 6969 1.4.4 Local ordinances 1.5 Values 1.5.1 Safety- and -health consciousness 1.5.2 Resourcefulness 1.5.3 Diligence 1.5.4 Time-consciousness 1.5.5 Cost – consciousness	1.1 Knowing the sources of information on the industry 1.2 Assessing and updating industry information to effect improved work performance 1.3 Applying industry information to day-to-day work activities 1.4 Practicing communication skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		1.5.6 Personal integrity in doing routine management practices 1.5.7 Perseverance in executive routine works 1.5.8 Ability to work with others harmoniously	
2. Deal with emergency situations according to company guidelines and/or superior's/ orders	2.1 Emergency and potential emergency situations are recognized and appropriate actions are taken within individual's scope of responsibility. 2.2 Emergency procedures are followed in line with enterprise procedures. 2.3 Assistance is sought from colleagues to resolve or respond to emergency situation. 2.4 Details of emergency situations are reported in line with enterprise procedures.	2.1 Technology 2.1.1 Types of emergency situations and procedures 2.2 Communications 2.2.1 Verbal and written communication 2.2.2 Interaction with clients 2.3 Safety 2.3.1 Personal Safety Equipment 2.3.2 Work hazards 2.4 Codes and Regulations 2.4.1 Occupational safety and health standards 2.4.2 RA 9003 2.4.3 RA 6969 2.4.4 Local ordinances 2.5 Values 2.5.1 Safety- and- health consciousness 2.5.2 Resourcefulness 2.5.3 Diligence 2.5.4 Time-consciousness 2.5.5 Cost-consciousness 2.5.6 Personal integrity in doing routine management practices	2.1 Practicing intra and interpersonal skills 2.2 Applying appropriate actions to emergencies 2.3 Reporting emergency situations

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		2.5.7 Perseverance in routine works 2.5.8 Ability to work with others harmoniously	
3 Maintain safe personal presentation standards	3.1 Safe personal standards are identified and followed in line with enterprise requirements.	3.1 Technology 3.1.1 Types of emergency situations and procedures 3.1.2 Personal safety standards 3.2 Communications 3.2.1 Verbal and written communication 3.2.2 Interaction with clients 3.3 Safety 3.3.1 Personal Safety Equipment 3.3.2 Work hazards 3.4 Codes and Regulations 3.4.1 Occupational safety and health standards 3.4.2 RA 9003 3.4.3 RA 6969 3.4.4 Local ordinances 3.5 Values 3.5.1 Safety- and- health consciousness 3.5.2 Resourcefulness 3.5.3 Diligence 3.5.4 Time - consciousness 3.5.5 Cost - consciousness 3.5.6 Personal integrity in doing routine management practices 3.5.7 Perseverance in routine works 3.5.8 Ability to work with others harmoniously	3.1 Practicing intra and interpersonal skills 3.2 Following appropriate safety personal standards

RANGE OF VARIABLES

VARIABLE	RANGE
1. Health, Safety and Security Procedures	May include but are not limited to: <ul style="list-style-type: none"> 1.1 Use of personal protective clothing and equipment 1.2 Safe posture including sitting, standing, bending 1.3 Manual handling including lifting, transferring 1.4 Safe handling of chemicals, poisons and dangerous materials 1.5 Ergonomically sound furniture and work stations 1.6 Emergency fire and accident 1.7 Hazard identification and control 1.8 Security of documents, cash, equipment, people 1.9 Key control systems
2. Breaches of Procedure	May include but are not limited to: <ul style="list-style-type: none"> 2.1 Loss of keys 2.2 Strange or suspicious persons 2.3 Broken or malfunctioning equipment 2.4 Loss of property, goods or materials 2.5 Damaged property or fittings 2.6 Lack of suitable signage when required 2.7 Lack of training on health and safety issues 2.8 Unsafe work practices
3. Emergency	May include but is not limited to: <ul style="list-style-type: none"> 3.1 Personal injuries 3.2 Fire 3.3 Electrocution 3.4 Natural calamity i.e. earthquake/flood 3.5 Criminal acts i.e. robbery 3.6 Bomb

EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Complied with industry practices and procedures 1.2 Used interactive communication with others 1.3 Complied with workplace safety, security and hygiene practices 1.4 Identified faults and problems and the necessary corrective action 1.5 Promoted public relation among others 1.6 Complied with quality standards 1.7 Responded to emergency situations in line with enterprise guidelines 1.8 Complied with proper dress code
2. Resource implications	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Procedures manual on safety, security, health and emergency 2.2 Availability of tools, equipment, supplies and materials
3. Methods of assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Written examination 3.2 Practical demonstration 3.3 Interview
4. Context of assessment	<p>Competency may be assessed in the work place or in a simulated work place setting.</p>

UNIT OF COMPETENCY : MAINTAIN ENVIRONMENTAL HEALTH AND AWARENESS IN THE WORKPLACE

UNIT CODE : UTL532201

UNIT DESCRIPTOR : This unit of competency deals with the knowledge, skills and attitudes in maintaining environmental health and awareness in the workplace. It includes dealing with environmental risks and hazards, emergency situations and maintaining self-personal living standards.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify environmental risks and hazards in the work place	1.1 Proper procedures are followed in line with company and enterprise procedures 1.2 Breaches of environmental safety and security procedures are identified and reported in line with enterprise procedure. 1.3 Suspicious workplace conditions or unusual occurrences that are potential risks or hazards are reported in line with enterprise procedure.	1.1 Technology 1.1.1 Correct waste collection and hauling procedures to assure environmental health and safety 1.1.2 Identify types of breaches of health, safety and operational procedures that endanger environmental health 1.1.3 Types of wastes and their characteristics and effects on the environment 1.1.4 Ways that different waste affect the environment 1.1.5 Reasons for correct/proper use of PPEs. 1.2 Communications 1.2.1 Verbal and written communication 1.2.2 Interaction with clients	1.1 Identifying environmental risks and hazards in the work place 1.2 Understanding and following the proper procedures 1.3 Identifying and reporting breaches of environmental safety and security procedures 1.4 Reporting suspicious workplace conditions or unusual occurrences that are potential risks of hazards 1.5 Practicing communication skills 1.6 Writing report

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		1.3Safety 1.3.1Personal Protective Equipment 1.3.2Work hazards 1.4Codes and Regulations 1.4.1Occupational safety and health standards 1.4.2RA 9003 1.4.3RA 6969 1.4.4Clean Air Act 1.4.5Clean Water Act 1.4.6Other Laws 1.4.7Local ordinances 1.5Values 1.5.1Safety- and - health consciousness 1.5.2Resourcefulness 1.5.3Diligence 1.5.4Time-consciousness 1.5.5Cost - consciousness 1.5.6Personal integrity in doing routine management practices 1.5.7Perseverance in executive routine works 1.5.8Ability to work with others harmoniously	

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2.Assist and/or contributes in the formulation of mitigation measures to eliminate the environmental risks and hazards in the work place	2.1 Proper procedures are followed in line with company and enterprise procedures 2.2 Breaches of environmental safety and security procedures are identified and reported in line with enterprise procedure. 2.3 Suspicious workplace conditions or unusual occurrences that are potential risks or hazards are reported in line with enterprise procedure.	2.1 Technology 2.1.1 Correct waste collection and hauling procedures to assure environmental health and safety 2.1.2 Identify types of breaches of health, safety and operational procedures that endanger environmental health 2.1.3 Types of wastes and their characteristics and effects on the environment 2.1.4 Ways that different waste affect the environment. 2.1.5 Reasons for correct/proper use of PPEs. 2.2 Communications 2.2.1 Verbal and written communication 2.2.2 Interaction with clients 2.3 Safety 2.3.1 Personal Safety Equipment 2.3.2 Work hazards 2.4 Codes and Regulations 2.4.1 Occupational safety and health standards 2.4.2 RA 9003 2.4.3 RA 6969 2.4.4 Clean Air Act 2.4.5 Clean Water Act 2.4.6 Other Laws	2.1 Formulating mitigation measures to eliminate environmental risks and hazards in the work place 2.2 Understanding and following the proper procedures 2.3 Identifying and reporting breaches of environmental safety and security procedures 2.4 Reporting suspicious workplace conditions or unusual occurrences that are potential risks or hazards 2.5 Practicing communication skills 2.6 Writing reports

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		2.4.7 Local ordinances 2.5 Values 2.5.1 Safety- and - health consciousness 2.5.2 Resourcefulness 2.5.3 Diligence 2.5.4 Time- consciousness 2.5.5 Cost - consciousness 2.5.6 Personal integrity in doing routine management practices 2.5.7 Perseverance in executive routine works 2.5.8 Ability to work with others harmoniously	
3. Implement mitigation measures to eliminate the environmental risks and hazards in the work place	3.1 Proper procedures are followed in line with company and enterprise procedures 3.2 Breaches of environmental safety and security procedures are identified and reported in line with enterprise procedure. 3.3 Suspicious workplace conditions or unusual occurrences that are potential risks or hazards are reported in line with enterprise procedure	3.1 Technology 3.1.1 Correct waste collection and hauling procedures to assure environmental health and safety 3.1.2 Identify types of breaches of health, safety and operational procedures that endanger environmental health 3.1.3 Types of wastes and their characteristics and effects on the environment 3.1.4 Ways that different waste affect the environment.	3.1 Implementing mitigation measures to eliminate environmental risks and hazards in the work place 3.2 Understanding and following the proper procedures 3.3 Identifying and reporting breaches of environmental safety and security procedures 3.4 Reporting suspicious workplace conditions or unusual occurrences that are potential risks of hazards 3.5 Practicing communication skills 3.6 Writing reports

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		3.1.5 Reasons for correct/proper use of PPEs. 3.2 Communications 3.2.1 Verbal and written communication 3.2.2 Interaction with clients 3.3 Safety 3.3.1 Personal Safety Equipment 3.3.2 Work hazards 3.4 Codes and Regulations 3.4.1 Occupational safety and health standards 3.4.2 RA 9003 3.4.3 RA 6969 3.4.4 Clean Air Act 3.4.5 Clean Water Act 3.4.6 Other Laws 3.4.7 Local ordinances 3.5 Values 3.5.1 Safety- and - health consciousness 3.5.2 Resourcefulness 3.5.3 Diligence 3.5.4 Time-consciousness 3.5.5 Cost - consciousness 3.5.6 Personal integrity in doing routine management practices 3.5.7 Perseverance in executive routine works 3.5.8 Ability to work with others harmoniously	

RANGE OF VARIABLES

VARIABLE	RANGE
1. Environmental risks and hazards	May include but are not limited to: <ol style="list-style-type: none"> 1.1 Physical hazards – impact, illumination, pressure, noise, vibration, temperature, radiation 1.2 Biological hazards- bacteria, viruses, plants, parasites, mites, molds, fungi, insects 1.3 Chemical hazards – dusts, fibers, mists, fumes, smoke, gases, vapors 1.4 Ergonomics <ol style="list-style-type: none"> 1.4.1 Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure, varying metabolic cycles 1.4.2 Physiological factors – monotony, personal relationship, work out cycle 1.5 Presence of un-qualified and/or untrained persons in the workplace
2. Proper procedures	May include but are not limited to: <ol style="list-style-type: none"> 2.1 The operational activity flows used in the job. 2.2. Use of personal protective clothing and equipment 2.3 The proper checking of of equipment and tools before use 2.4 Safe posture including sitting, standing, bending 2.5 Manual handling of waste including lifting, transferring and stowing the waste in proper order 2.6 Emergency fire and accident 2.7 Hazard identification and control 2.8 Proper procedures in handling waste accidents and/or spillage
3. Breaches	May include but is not limited to: <ol style="list-style-type: none"> 3.1 Continued use and/or operation of wrong and/or malfunctioning tools and equipment 3.2 Presence of un-qualified and/or untrained persons within the work area 3.3 Unsafe containment of waste. 3.4 Improper system of operations in collection and hauling of waste 3.5 Lack of suitable signage when required 3.6 Lack of training on health and safety issues 3.7 Unsafe work practices

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 3.1 Complied with industry and company practices and procedures 3.2 Used interactive communication with others 3.3 Complied with workplace safety, security and hygiene practices 3.4 Identified faults and problems and the necessary corrective action 3.5 Maintained environmental health in the workplace
2. Resource Implications	The following resources should be provided: 3.1 Procedures manual on safety, security, health and emergency 3.2 Availability of tools, equipment, supplies and materials 3.3 Availability of PPEs
3. Methods of assessment	Competency may be assessed through: 3.4 Written examination 3.5 Practical demonstration 3.6 Interview
4. Context of assessment	Competency may be assessed in the work place or in a simulated work place setting.

CORE COMPETENCIES

UNIT OF COMPETENCY : DIRECT DUMPING/DISPOSAL OF IN-COMING WASTE IN THE ACTIVE CELL

UNIT CODE : UTL541301

UNIT DESCRIPTOR : This unit involves the directing of dumping/ disposal of incoming wastes at the active cell of the Sanitary Landfill Facility (SLF)

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Check road access to active cell	1.1 Road condition, cleanliness and passability of the road for the incoming trucks are inspected in accordance with established procedures 1.2 The readiness of the active cell to accept the garbage is inspected in accordance with established procedures. 1.3 The <i>assigned equipment</i> are coordinated in accordance with established procedures.	1.1 Technology 1.1.1 Adopted SLF operational systems and procedures 1.1.2 Manual on Establishment and Operations for SLF 1.1.3 Types and Uses of equipment 1.1.4 Roles and functions of personnel 1.2 Communications 1.3.1 Work schedule 1.3.2 Protocol in area 1.3.3 Verbal and written communication 1.3.4 Interaction with clients 1.2 Safety 1.3.1 Personal Protective Equipment 1.3.2 Work hazards	1.1 Inspecting road conditions, cleanliness and passability of the road 1.2 Following the operations SLF manual 1.3 Coordinating skills 1.4 Interpersonal skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		1.3 Codes and Regulations 1.3.1 Occupational safety and health standards 1.3.2 RA 9003 1.3.3 RA 6969 1.3.4 RA 9275 1.3.5 RA 8749 1.4 Materials, tools and equipment 1.4.1 Road Equipment and Road-Base Materials 1.4.2 Cleaning Tools 1.5 Values 1.5.1 Safety- and - health consciousness 1.5.2 Resourcefulness 1.5.3 Diligence 1.5.4 Time-consciousness 1.5.5 Cost - consciousness 1.5.6 Personal integrity in doing routine tasks 1.5.7 Perseverance in tasks 1.5.8 Ability to work with others harmoniously	
2 Re-Checks manifests	2.1 Data manifests of dump trucks are compared in accordance with actual wastes dumped. 2.2 Corrective actions are done if the actual wastes are not in accordance with manifests entry.	2.1 Technology 2.1.1 Data manifests of the dump trucks 2.1.2 Corrective actions 2.1.3 Types of wastes dumped 2.2 Communications 2.2.1 Protocol in area 2.2.2 Incident reporting	2.1 Following written and verbal instructions 2.2 Validating data manifests 2.3 Implementing corrective actions 2.4 Documenting skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.3 Proper disposition of actual waste dumped are reported to immediate supervisor and monitoring section in accordance with established procedures	2.2.3 Verbal and written communication 2.2.4 Interaction with clients 2.3 Safety 2.3.1 Personal Protective Equipment 2.3.2 Work hazards 2.4 Codes and Regulations 2.4.1 Occupational safety and health standards 2.4.2 RA 9003 2.4.3 RA 6969 2.5 Values 2.5.1 Safety- and - health consciousness 2.5.2 Resourcefulness 2.5.3 Diligence 2.5.4 Time-consciousness 2.5.5 Cost - consciousness 2.5.6 Personal integrity in doing routine tasks 2.5.7 Perseverance in Tasks 2.5.8 Ability to work with others harmoniously	
3. Implement waste disposal system in cell	3.1 Disposal procedures are done in accordance with established procedures	3.1 Technology 3.1.1 Disposal procedures in accordance with SLF Manual 3.1.2 OHS procedures and guidelines	3.1 Following verbal and written communications 3.2 Following and coordinating instructions 3.3 Keen observation skills 3.4 Reporting and documenting skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>3.2 Type of waste dumped, documents and other data are recorded in accordance with established procedures.</p> <p>3.3 All activities are documented and reported in accordance with established procedures.</p>	<p>3.2 Communications 3.2.1 Protocol in area 3.2.2 Verbal and written communication</p> <p>3.3 Safety 3.3.1 Personal Protective Equipment 3.3.2 Work hazards 3.3.2 Waste Characteristics</p> <p>3.4 Codes and Regulations 3.4.1 RA 9003 3.4.2 RA 6969 3.4.3 RA 9275 3.4.4 RA 8749</p> <p>3.5 Occupational safety and health standards (Book IV) 3.5.1 DO No. 136-14 s 2014 3.5.2 Local ordinances 3.5.3 PD 1586 (ECC) requirements /Compliance</p> <p>3.5 Values 3.5.1 Safety- and-health consciousness 3.5.2 Resourcefulness 3.5.3 Diligence 3.5.4 Time-consciousness 3.5.5 Cost - consciousness 3.5.6 Personal integrity in doing routine tasks 3.5.7 Perseverance in routine works 3.5.8 Ability to work with others harmoniously</p>	

RANGE OF VARIABLES

VARIABLE	RANGE
1. Assigned Equipment	May include: 1.1 Bulldozer 1.2 Compactor 1.3 Backhoe/excavator 1.4 Loader 1.5 Service vehicle 1.6 Power Sprayers and Water Truck with pumps 1.7 Fire Truck
2. Data manifest	May include: 3.1 Date and time 3.2 Name of contractor, carrier or owner of the vehicle 3.3 Registration number and type of vehicle 3.4 Volume or weight of wastes 3.5 Source of waste 3.6 Characteristics of waste 3.7 Load receipt number 3.8 Name of Driver 3.9 Name of Palero
3. Corrective actions	May include: 3.1 Make immediate report to supervisor 3.2 If instructed implement management decision on corrective action 3.3 If recurrent, Recommend black listing of truck and hauler

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Complied with workplace safety, security and hygiene practices 1.2 Identified faults and problems and recommended/initiated necessary corrective action 1.3 Ensured compliance SLF environmental and quality standards 1.4 Responded to emergency situations in line with operations manual of the facility
2. Resource implications	The following resources should be provided: 2.1 Workplace and assessment location 2.2 Personal Protective Equipment 2.3 Appropriate Materials and Equipment for the activity.
3. Methods of assessment	Competency in this unit must be assessed using any or combination of the following: 3.1 Direct observation with questioning 3.2 Demonstration with questioning 3.3 Interview
4. Context of assessment	Competency may be assessed in the workplace or TESDA accredited assessment center or in a simulated work setting.

UNIT OF COMPETENCY : PERFORM POST-DUMPING ACTIVITIES

UNIT CODE : UTL541302

UNIT DESCRIPTOR : This unit involves the post dumping activities in the active area of the sanitary landfill cell

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Direct pushing, spreading and compacting of disposed/dumped wastes and re-profiling of slope	1.1 Dumped waste is pushed, spread, and compacted as instructed to equipment operators and in accordance with SLF procedures . 1.2 Re-profiling of slopes are checked and ensured based on site requirements and instructions from site foreman. 1.3 Daily cover is applied as instructed to equipment operators in accordance with established SLF procedures. 1.4 Dumping area is checked for cleanliness and readiness for the next day operations in accordance with established SLF procedures	1.1 Technology 1.1.1 Post Dumping Procedures as specified in the SLF Manual 1.1.2 OSH procedures and guidelines 1.1.3 Cross Section of the SLF dumping area 1.2 Communications 1.2.1 Protocol in area 1.2.2 Verbal and written communication 1.3 Safety 1.3.1 Personal Safety Equipment 1.3.2 Work hazards 1.3.3 Wastes Characteristics 1.4 Codes and Regulations relating to solid wastes 1.4.1 Occupational safety and health standards 1.4.2 RA 9003 1.4.3 RA 6969 1.4.4 Local environmental ordinances 1.5 Values 1.5.1 Safety- and health consciousness 1.5.2 Resourcefulness.	1.1 Practicing verbal and written communications 1.2 Following and giving instructions 1.3 Keen observation skills 1.4 Coordinating Skills 1.5 Documenting Skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		1.5.3 Diligence 1.5.4 Time-consciousness 1.5.5 Cost-consciousness 1.5.6 Personal integrity in doing routine tasks 1.5.7 Perseverance in routine works 1.5.8 Ability to work with others harmoniously	
2. Assist in monitoring leachate condition	2.1 Leachate production is monitored and managed in accordance with established procedures of Sanitary Landfill (SLF) manual of operations. 2.2 Water and leachate sampling are done on a regular basis in accordance with established procedures of Sanitary Landfill (SLF) manual of operations. 2.3 Leachate collection facilities are ensured to be in good condition and any damages are reported in accordance with established SLF procedures	2.1 Technology 2.1.1 SLF Operations Manual 2.1.2 NSWMC Manual on Establishment and Operations for Sanitary Landfill 2.1.3 Monitoring form 2.2 Science 2.2.1 Water and leachate sampling form and procedures 2.2.2 Leachate types, composition and hazards 2.3 Communications 2.3.1 Protocol in area 2.3.2 Incidence reporting 2.3.3 Monitoring forms 2.3.4 Verbal and written communication	2.1 Practicing verbal and written communications 2.2 Giving and following instructions 2.3 Keen observation skills 2.4 Coordinating Skills 2.5 Documenting Skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		<p>2.4 Safety</p> <p>2.4.1 Personal Protective Equipment</p> <p>2.4.2 Work hazards</p> <p>2.4.3 Codes and Regulations</p> <p>2.4.4 Occupational safety and health standards</p> <p>2.4.5 RA 9003</p> <p>2.5 Values</p> <p>2.5.1 Safety-and-health consciousness</p> <p>2.5.2 Resourcefulness</p> <p>2.5.3 Diligence</p> <p>2.5.4 Time-consciousness</p> <p>2.5.5 Cost-consciousness</p> <p>2.5.6 Personal integrity in doing routine tasks</p> <p>2.5.7 Perseverance in routine works</p> <p>2.5.8 Ability to work with others harmoniously</p>	

RANGE OF VARIABLES

VARIABLE	RANGE
1. Leachate collection facilities	May include: 1.1 Leachate pipe lines 1.2 Leachate treatment pond 1.3 Water treatment facility pond
2. Daily cover	May include: 2.1 Soil 2.2 Compost 2.3 Tarpaulin 2.4 Net 2.5 Rice Hull

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Complied with workplace safety, security and hygiene practices 1.2 Identified faults and problems and recommended/initiated necessary corrective action 1.3 Ensured compliance to SLF environmental and quality standards 1.4 Responded to emergency situations in line with operations manual of the facility
2. Resource implications	The following resources should be provided: 2.1 Workplace or assessment location 2.2 Personal Protective Equipment 2.3 Appropriate Materials and Equipment for the activity.
3. Methods of assessment	Competency in this unit must be assessed using any or combination of the following: 3.3 Direct Observation with questioning 3.4 Demonstration with questioning 3.5 Interview 3.6 Written Examination
4. Context of assessment	Competency may be assessed in the workplace or TESDA accredited assessment center or in a simulated work setting.

SECTION 3 TRAINING ARRANGEMENTS

This set of standards provides Technical and Vocational Education and Training (TVET) providers with information and other important requirements to consider when designing training programs for **SANITARY LANDFILL OPERATIONS NC II**.

This includes information on curriculum design; training delivery; trainee entry requirements; tools and equipment; training facilities; and trainer's qualification and institutional assessment.

3.1 CURRICULUM DESIGN

Course Title: **SANITARY LANDFILL OPERATIONS**

NC Level: **NC II**

Nominal Training Duration: 18 Hours (Basic Competencies)
 44 Hours (Common Competencies)
 40 Hours (Core Competencies)
 102 Hours

Course Description:

This course is designed to enhance the knowledge, skills and attitude of **Sanitary Landfill Operations (SLF) Spotter** in accordance to industry standards. It covers the basic, common, and core competencies in managing in-coming waste in active cell.

The training center has the option to partner with an operational SLF in providing facilities and equipment in the conduct of training and assessment.

To obtain this, all units prescribed for this qualification must be achieved.

BASIC COMPETENCIES (18Hours)

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
1. Participate in workplace communication	1.1 Obtain and convey workplace information	<ul style="list-style-type: none"> • Describe Organizational policies 	<ul style="list-style-type: none"> • Group discussion 	<ul style="list-style-type: none"> • Oral evaluation 	4 Hours
		<ul style="list-style-type: none"> • Read: <ul style="list-style-type: none"> ○ Effective communication ○ Written communication 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Written examination 	
		<ul style="list-style-type: none"> ○ Communication procedures and systems 			
		<ul style="list-style-type: none"> • Identify: <ul style="list-style-type: none"> ○ Different modes of communication ○ Medium of communication ○ Flow of communication ○ Available technology relevant to the enterprise and the individual's work responsibilities 			
		<ul style="list-style-type: none"> • Prepare different Types of question 			
		<ul style="list-style-type: none"> • Gather different sources of information 	<ul style="list-style-type: none"> • Demonstration 	<ul style="list-style-type: none"> • Observation 	
		<ul style="list-style-type: none"> • Apply storage system in establishing workplace information 			
		<ul style="list-style-type: none"> • Demonstrate Telephone courtesy 			

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	1.2 Complete relevant work related documents	<ul style="list-style-type: none"> • Describe Communication procedures and systems 	<ul style="list-style-type: none"> • Group discussion 	<ul style="list-style-type: none"> • Oral evaluation 	
		<ul style="list-style-type: none"> • Read: <ul style="list-style-type: none"> ○ Meeting protocols 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Written examination 	
		<ul style="list-style-type: none"> ○ Nature of workplace meetings 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Written examination 	
		<ul style="list-style-type: none"> ○ Workplace interactions 			
		<ul style="list-style-type: none"> ○ Barriers of communication 	<ul style="list-style-type: none"> • Demonstration 	<ul style="list-style-type: none"> • Observation 	
		<ul style="list-style-type: none"> • Complete work related documents 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Written examination 	
		<ul style="list-style-type: none"> • Practice: 			
		<ul style="list-style-type: none"> ○ Estimate, calculate and record routine workplace measures 	<ul style="list-style-type: none"> • Demonstration 	<ul style="list-style-type: none"> • Observation 	
		<ul style="list-style-type: none"> ○ Basic mathematical processes of addition, subtraction, division and multiplication 			
		<ul style="list-style-type: none"> • Demonstrate office activities in: <ul style="list-style-type: none"> ○ workplace meetings and discussions scenario 	<ul style="list-style-type: none"> • Role play 	<ul style="list-style-type: none"> • Oral evaluation • Observation 	
		<ul style="list-style-type: none"> • Perform workplace duties scenario following simple written notices 	<ul style="list-style-type: none"> • Role play 	<ul style="list-style-type: none"> • Oral evaluation • Observation 	
		<ul style="list-style-type: none"> • Follow simple spoken language 	<ul style="list-style-type: none"> • Demonstration 	<ul style="list-style-type: none"> • Observation 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Identify the different Non-verbal communication 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Written examination 	
		<ul style="list-style-type: none"> • Demonstrate ability to relate to people of social range in the workplace 	<ul style="list-style-type: none"> • Demonstration 	<ul style="list-style-type: none"> • Observation 	
		<ul style="list-style-type: none"> • Gather and provide information in response to workplace requirements 			
	1.3 Participate in workplace meeting and discussion	<ul style="list-style-type: none"> • Identify: <ul style="list-style-type: none"> ○ types of workplace documents and forms 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Written examination 	
		<ul style="list-style-type: none"> ○ kinds of workplace report 			
		<ul style="list-style-type: none"> ○ Available technology relevant to the enterprise and the individual's work responsibilities 			
		<ul style="list-style-type: none"> • Read and follow instructions in applying basic mathematical concepts 	<ul style="list-style-type: none"> • Demonstration 	<ul style="list-style-type: none"> • Observation 	
	<ul style="list-style-type: none"> • Demonstrate ability to relate to people of social range in the workplace 	<ul style="list-style-type: none"> • Demonstration 	<ul style="list-style-type: none"> • Observation 		
	<ul style="list-style-type: none"> • Gather and provide information in response to workplace requirements 				

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
2. Work in a team environment	2.1 Describe and identify team role and responsibility in a team.	• Describe the team role and scope	• Group discussion	• Oral evaluation	4 Hours
		• Read	• Lecture	• Written examination	
		○ Definition of Team			
		○ Difference between team and group			
	○ Objectives and goals of team	• Identify different sources of information			
	2.2 Describe work as a team	• Describe team goals and objectives	• Group discussion	• Oral evaluation	
		• Perform in setting team goals and expectations scenario	• Role play	• Oral evaluation • Observation	
		• Identify	• Lecture	• Written examination	
		○ individual role and responsibility			
		• Practice Interacting effectively with others	• Group discussion	• Oral evaluation	
• Read:	• Lecture	• Written examination			
○ Fundamental rights at work including gender sensitivity					
○ Understanding individual competencies relative to teamwork					
○ Types of individuals					
○ Role of leaders					

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
3. Practice career professionalism	3.1 Integrate personal objectives with organizational goals	<ul style="list-style-type: none"> • Describe performance evaluation 	<ul style="list-style-type: none"> • Group discussion 	<ul style="list-style-type: none"> • Oral evaluation 	6 Hours
		<ul style="list-style-type: none"> • Read: <ul style="list-style-type: none"> ○ Work values and ethics (Code of Conduct, Code of Ethics, etc.) 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Written examination 	
		<ul style="list-style-type: none"> ○ Understanding personal objectives 			
		<ul style="list-style-type: none"> ○ Understanding organizational goals 			
		<ul style="list-style-type: none"> • Demonstrate Intra and Interpersonal skills at work 	<ul style="list-style-type: none"> • Demonstration 	<ul style="list-style-type: none"> • Observation 	
		<ul style="list-style-type: none"> • Demonstrate personal commitment in work 			
	3.2 Set and meet work priorities	<ul style="list-style-type: none"> • Describe company policies, operations, procedures and standards 	<ul style="list-style-type: none"> • Group discussion 	<ul style="list-style-type: none"> • Oral evaluation 	
		<ul style="list-style-type: none"> • Read: <ul style="list-style-type: none"> ○ Time Management 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Written examination 	
		<ul style="list-style-type: none"> ○ Basic strategic planning concepts 			
		<ul style="list-style-type: none"> ○ Resource utilization and management 			
		<ul style="list-style-type: none"> • Apply managing goals and time 	<ul style="list-style-type: none"> • Demonstration 	<ul style="list-style-type: none"> • Observation 	
		<ul style="list-style-type: none"> • Practice: <ul style="list-style-type: none"> ○ economic use of resources and facilities 	<ul style="list-style-type: none"> • Demonstration 	<ul style="list-style-type: none"> • Observation 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> ○ time management 			
	3.3 Maintain professional growth and development	<ul style="list-style-type: none"> • Describe company recognition and incentives 	<ul style="list-style-type: none"> • Group discussion 	<ul style="list-style-type: none"> • Oral evaluation 	
		<ul style="list-style-type: none"> • Read: 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Written examination 	
		<ul style="list-style-type: none"> ○ Career development opportunities 			
		<ul style="list-style-type: none"> ○ Information on relevant licenses and or certifications 			
		<ul style="list-style-type: none"> ○ personal career development needs 	<ul style="list-style-type: none"> • Identify career opportunities 		
<ul style="list-style-type: none"> • Determine personal career development needs 	<ul style="list-style-type: none"> • Group discussion 	<ul style="list-style-type: none"> • Oral evaluation 			
4. Practice occupational health and safety	4.1 Identify hazard and risks	<ul style="list-style-type: none"> • Describe OHS procedures, practices and regulations 	<ul style="list-style-type: none"> • Group discussion 	<ul style="list-style-type: none"> • Oral evaluation 	6 Hours
		<ul style="list-style-type: none"> • Read 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Written examination 	
		<ul style="list-style-type: none"> ○ OHS indicators 			
		<ul style="list-style-type: none"> ○ Organizational contingency practices 			
	4.2 Evaluate hazard and risks	<ul style="list-style-type: none"> • Describe effects of safety hazards 	<ul style="list-style-type: none"> • Group discussion 	<ul style="list-style-type: none"> • Oral evaluation 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Read <ul style="list-style-type: none"> ○ Threshold Limit Value –TLV 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Written examination 	
		<ul style="list-style-type: none"> • Practice reporting safety hazards 	<ul style="list-style-type: none"> • Role play 	<ul style="list-style-type: none"> • Observation 	
		<ul style="list-style-type: none"> • Demonstrate evaluating hazards and risks using communication equipment 	<ul style="list-style-type: none"> • Demonstration 	<ul style="list-style-type: none"> • Observation 	
		4.3 Control hazards and risks <ul style="list-style-type: none"> • Describe : <ul style="list-style-type: none"> ○ Organization safety and health protocol ○ Company emergency procedure practices 	<ul style="list-style-type: none"> • Group discussion 	<ul style="list-style-type: none"> • Oral evaluation 	
		<ul style="list-style-type: none"> • Practice personal hygiene 	<ul style="list-style-type: none"> • Demonstration 	<ul style="list-style-type: none"> • Observation 	
		<ul style="list-style-type: none"> • Practice drills on responding to emergency 	<ul style="list-style-type: none"> • Demonstration • Simulation 	<ul style="list-style-type: none"> • Observation 	
	4.4 Maintain occupational health and safety awareness <ul style="list-style-type: none"> • Identify emergency-related drills information 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Written examination 		
		<ul style="list-style-type: none"> • Practice occupational safety and health standards on personal records in the workplace 	<ul style="list-style-type: none"> • Role play 	<ul style="list-style-type: none"> • Observation 	
		<ul style="list-style-type: none"> • Practice emergency related drills in the workplace 	<ul style="list-style-type: none"> • Demonstration • Simulation 	<ul style="list-style-type: none"> • Observation 	

COMMON COMPETENCIES (44 Hours)

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration	
1. Develop and update industry knowledge	1.1. Identify and access key sources	<ul style="list-style-type: none"> • Describe Company policies 	<ul style="list-style-type: none"> • Group Discussion 	<ul style="list-style-type: none"> • Oral evaluation 	4 hrs.	
		<ul style="list-style-type: none"> • Read: <ul style="list-style-type: none"> ○ Sources of information on industry and job requirements ○ Information on improvement of job performance 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Written examination 		
		<ul style="list-style-type: none"> • Identify and access: <ul style="list-style-type: none"> ○ sources of information on industry and job requirement ○ information to improve job performance 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Written examination 		
	1.2. Access, apply and share industry information	<ul style="list-style-type: none"> • Apply relevant updated general knowledge of: <ul style="list-style-type: none"> ○ Latest job requirement in the industry 	<ul style="list-style-type: none"> • Demonstration 	<ul style="list-style-type: none"> • Observation 		4 hrs.
		<ul style="list-style-type: none"> • Video presentation on industry career updates 	<ul style="list-style-type: none"> • Video viewing 	<ul style="list-style-type: none"> • Oral evaluation 		
		<ul style="list-style-type: none"> • Apply updated knowledge to improve job performance 	<ul style="list-style-type: none"> • Demonstration 	<ul style="list-style-type: none"> • Observation 		

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Conduct regular session with co-workers on day-to-day activities 	<ul style="list-style-type: none"> • Group Discussion 	<ul style="list-style-type: none"> • Oral evaluation 	
		<ul style="list-style-type: none"> • Coordinate interview/research with industry 	<ul style="list-style-type: none"> • Individual/group assignment 	<ul style="list-style-type: none"> • 	
	1.3. Update continuously relevant industry knowledge	<ul style="list-style-type: none"> • Conduct regular re-echo session with co-workers on latest industry technology seminars attended 	<ul style="list-style-type: none"> • Group Discussion 	<ul style="list-style-type: none"> • Oral evaluation 	
2. Perform workplace security and safety procedures	2.1 Perform workplace health, safety and security practices	<ul style="list-style-type: none"> • Describe Company policies 	<ul style="list-style-type: none"> • Group Discussion 	<ul style="list-style-type: none"> • Oral evaluation 	8 hrs
		<ul style="list-style-type: none"> • Read: <ul style="list-style-type: none"> ○ Proper health, safety and security procedures ○ Breaches of health, safety and security procedures 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Written Test 	
		<ul style="list-style-type: none"> • Video presentation on health, safety and security procedures 	<ul style="list-style-type: none"> • Video viewing 	<ul style="list-style-type: none"> • Oral evaluation 	
		<ul style="list-style-type: none"> • Identify Types of dangerous procedures 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Written Test 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	2.2 Deal with emergency situations	<ul style="list-style-type: none"> Describe Company policies 	<ul style="list-style-type: none"> Group Discussion 	<ul style="list-style-type: none"> Oral evaluation 	8 hrs
		<ul style="list-style-type: none"> Video presentation on Responding to emergency situations 	<ul style="list-style-type: none"> Video viewing 	<ul style="list-style-type: none"> Oral evaluation 	
		<ul style="list-style-type: none"> Read: <ul style="list-style-type: none"> Emergency situations Emergency procedures 	<ul style="list-style-type: none"> Lecture 	<ul style="list-style-type: none"> Written Test 	
3. Maintain environmental health and awareness	3.1 Identifying environmental risks and hazards in the work place	<ul style="list-style-type: none"> Identify: <ul style="list-style-type: none"> Types of breaches of health, safety and operational procedures Types of wastes, their characteristics and their effect on the environment Environmental risks and hazards in the work place 	<ul style="list-style-type: none"> Lecture 	<ul style="list-style-type: none"> Written Test 	
		<ul style="list-style-type: none"> Follow waste collection and hauling procedures 	<ul style="list-style-type: none"> Demonstration 	<ul style="list-style-type: none"> Observation 	
		<ul style="list-style-type: none"> Read: <ul style="list-style-type: none"> Reasons for the correct/Proper use of PPEs 	<ul style="list-style-type: none"> Lecture 	<ul style="list-style-type: none"> Written Test 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	3.2 Formulate mitigation measures to eliminate environmental risks and hazards in the work place	<ul style="list-style-type: none"> Identify environmental risks and hazards in the work place 	<ul style="list-style-type: none"> Lecture 	<ul style="list-style-type: none"> Written examination 	
		<ul style="list-style-type: none"> Demonstrate formulating mitigation measures to eliminate environmental risks and hazards in the work place 	<ul style="list-style-type: none"> Demonstration Role Play 	<ul style="list-style-type: none"> Observation 	
	3.3 Implement mitigation measures to eliminate environmental risks and hazards in the work place	<ul style="list-style-type: none"> Read environmental risks and hazards in the work place 	<ul style="list-style-type: none"> Lecture 	<ul style="list-style-type: none"> Written examination 	
		<ul style="list-style-type: none"> Follow workplace activities to implement mitigation measures to eliminate environmental risks and hazards 	<ul style="list-style-type: none"> Demonstration Role Play 	<ul style="list-style-type: none"> Observation 	

CORE COMPETENCIES (40 Hours)

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
1. Direct dumping/disposal of incoming waste in the active cell	1.1. Check road access to active cell	<ul style="list-style-type: none"> • Describe <ul style="list-style-type: none"> ○ Environmental laws and ordinances ○ Government and other control-regulating agency policies and restrictions 	<ul style="list-style-type: none"> • Group discussion 	<ul style="list-style-type: none"> • Oral evaluation 	12 hrs.
		<ul style="list-style-type: none"> • Read <ul style="list-style-type: none"> ○ Manual of Operations of the Sanitary Landfill Facility ○ Waste characteristics, handling and management ○ Effects of waste in contributing to environmental pollution and degradation 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Written examination 	
	1.2. Check manifests	<ul style="list-style-type: none"> • Describe Understanding Data Manifest 	<ul style="list-style-type: none"> • Group discussion 	<ul style="list-style-type: none"> • Oral evaluation 	4 hrs.
		<ul style="list-style-type: none"> • Conduct exercise on developing data manifest 	<ul style="list-style-type: none"> • Demonstration 	<ul style="list-style-type: none"> • Observation 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Identify <ul style="list-style-type: none"> ○ Different Codes and regulations pertaining solid waste ○ Corrective Actions 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Written examination 	
		<ul style="list-style-type: none"> • Apply coordinating skills in the different activities in the workplace 	<ul style="list-style-type: none"> • Demonstration 	<ul style="list-style-type: none"> • Observation 	
		<ul style="list-style-type: none"> • Report Procedures and strategy 	<ul style="list-style-type: none"> • Demonstration • Role Play 	<ul style="list-style-type: none"> • Observation 	
		<ul style="list-style-type: none"> • Apply Corrective Actions of actual waste 			
	1.3. Implement waste disposal system in active cell	<ul style="list-style-type: none"> • Read <ul style="list-style-type: none"> ○ Different local ordinances in relation to Disposal of Waste to Cell ○ OSH in Waste Disposal ○ The role of the Spotter in relation to waste disposal 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Written examination 	8 hrs.
		<ul style="list-style-type: none"> • Identify Different types of disposal procedures and strategy in accordance with SLF Manual 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Written examination 	
		<ul style="list-style-type: none"> • Apply different waste disposal procedures at the work site 	<ul style="list-style-type: none"> • Demonstration 	<ul style="list-style-type: none"> • Observation 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Use checklist in monitor waste disposal 	<ul style="list-style-type: none"> • Demonstration 	<ul style="list-style-type: none"> • Observation 	
		<ul style="list-style-type: none"> • Report procedures and strategy 	<ul style="list-style-type: none"> • Demonstration 	<ul style="list-style-type: none"> • Observation 	
		<ul style="list-style-type: none"> • Practice <ul style="list-style-type: none"> ○ different roles of spotter ○ protocol in waste disposal area 	<ul style="list-style-type: none"> • Demonstration • Role Play 	<ul style="list-style-type: none"> • Observation 	
		<ul style="list-style-type: none"> • Observe OSH in relation to waste disposal 	<ul style="list-style-type: none"> • Demonstration 	<ul style="list-style-type: none"> • Observation 	
2. Direct post dumping activities	2.1 Direct the pushing, spreading and compacting of disposed waste and re-profiling of slope	<ul style="list-style-type: none"> • Describe <ul style="list-style-type: none"> ○ Inspection and monitoring dump sites and slope ○ The role of equipment operator in the dump site 	<ul style="list-style-type: none"> • Group discussion 	<ul style="list-style-type: none"> • Oral evaluation 	8 hrs.
		<ul style="list-style-type: none"> • Read Procedures in checking dump site 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Written examination 	
		<ul style="list-style-type: none"> • Identify different strategies in: <ul style="list-style-type: none"> ○ Pushing, spreading, compacting waste ○ Profiling of the slope 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Written examination 	
		<ul style="list-style-type: none"> • Use checklist in checking, inspecting and monitoring dump site 	<ul style="list-style-type: none"> • Demonstration 	<ul style="list-style-type: none"> • Observation 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> Follow procedures in overseeing, pushing, spreading and compacting of waste in dump site 	<ul style="list-style-type: none"> Demonstration 	<ul style="list-style-type: none"> Observation 	8 hrs.
		<ul style="list-style-type: none"> Apply the different waste disposal procedures in dump site 	<ul style="list-style-type: none"> Demonstration 	<ul style="list-style-type: none"> Observation 	
		<ul style="list-style-type: none"> Practice operating equipment in the dump site 	<ul style="list-style-type: none"> Demonstration 	<ul style="list-style-type: none"> Observation 	
	2.2 Assist in monitoring of leachate condition	<ul style="list-style-type: none"> Describe <ul style="list-style-type: none"> Theory and principle involved in leachate Theory and concept involved in performing water and leachate sampling 	<ul style="list-style-type: none"> Group discussion 	<ul style="list-style-type: none"> Oral evaluation 	
		<ul style="list-style-type: none"> Read Manuals of operation of water sampling and Leachate 	<ul style="list-style-type: none"> Lecture 	<ul style="list-style-type: none"> Written examination 	
		<ul style="list-style-type: none"> Monitor condition of the leachate facilities 	<ul style="list-style-type: none"> Demonstration 	<ul style="list-style-type: none"> Observation 	
	<ul style="list-style-type: none"> Demonstrate water sampling 	<ul style="list-style-type: none"> Demonstration 	<ul style="list-style-type: none"> Observation 		

3.2 TRAINING DELIVERY

1. The delivery of training shall adhere to the design of the curriculum. Delivery shall be guided by the principles of competency-based TVET.
 - a. Course design is based on competency standards set by the industry or recognized industry sector; (Learning system is driven by competencies written to industry standards)
 - b. Training delivery is learner-centered and should accommodate individualized and self-paced learning strategies;
 - c. Training can be done on an actual workplace setting, simulation of a workplace and/or through adoption of modern technology.
 - d. Assessment is based in the collection of evidence of the performance of work to the industry required standards;
 - e. Assessment of competency takes the trainee's knowledge and attitude into account but requires evidence of actual performance of the competency as the primary source of evidence.
 - f. Training program allows for recognition of prior learning (RPL) or current competencies;
 - g. Training completion is based on satisfactory performance of all specified competencies.

2. The competency-based TVET system recognizes various types of delivery modes, both on-and off-the-job as long as the learning is driven by the competency standards specified by the industry. The following training modalities and their variations/components may be adopted singly or in combination with other modalities when designing and delivering training programs:
 - 2.1. Institution- Based:
 - The traditional classroom-based or in-center instruction may be enhanced through use of learner-centered methods as well as laboratory or field-work components.
 - Dual Training System (DTS)/Dualized Training Program (DTP) which contain both in-school and in-industry training or fieldwork components. Details can be referred to the Implementing Rules and Regulations of the DTS Law and the TESDA Guidelines on the DTP;

3.3 TRAINEE ENTRY REQUIREMENTS

Trainees or students wishing to gain entry into these qualifications should possess the following requirements:

- Able to read and write
- Not physically impaired for the course

This list does not include specific institutional requirements such as educational attainment, appropriate work experience, and others that may be required of the trainees by the school or training center delivering the TVET program

3.4 LIST OF TOOL, EQUIPMENT AND MATERIALS SANITARY LANDFILL OPERATIONS NC II

Recommended list of tools, equipment and materials for the training of a maximum of 25 trainees for **SANITARY LANDFILL OPERATIONS NC II** are as follows:

TOOLS		EQUIPMENT		MATERIALS	
QTY.	ITEM	QTY.	ITEM	QTY.	ITEM
25	Dust Mask			25	Folders
15	Rubber Boots	1 unit	Fire Extinguishers	5	Marking Pens
15	Hardhats	1	Laptop	2	White Boards/Blackboard
25	Cotton Gloves - linings	1	Projector Screen	3	Whiteboard Markers/Chalk
15	Safety Goggles	1	Multimedia Equipment	2	Whiteboard Erasers/Blackboard Erasers
15	Reflectorized Vest	1	Sound System	5	Marking Pens
		1 set	Computer hardware + software	25	Ballpens
				1 set	Table top working model of an SLF that demonstrates actual movement of miniature eqpt, waste and waste product
				1 set	Waste Character gallery
				1 set	Materials gallery for SLF construction
					Training Materials:
					<ul style="list-style-type: none"> • Republic Act 9003 – Ecological Solid Waste Management Act of 2000 • Republic Act 6969 – Toxic and Hazardous Waste • RA 8749 Clean Air Act • RA 9275 Clean Water Act • EIA EO • PD 1586 • WACS Training Modules

TOOLS		EQUIPMENT		MATERIALS	
QTY.	ITEM	QTY.	ITEM	QTY.	ITEM
					<ul style="list-style-type: none"> • SLF Operations Manual • Environmental Compliance Certificate
					<ul style="list-style-type: none"> • Handouts/ Popsheets

3.5 TRAINING FACILITIES

Based on a class intake of 25 students/trainees

Space Requirement	Size in Meters	Area in Sq. Meters	Total Area in Sq. Meters
Lecture Area	8 x 5 m	40 sq meter	40 sq meter
Learning Resource Area	8x5 m	40 sq. meter	40 sq meter
Facilities/Equipment/Circulation Area			30 sq. meter
SLF(own or access to)	Category 3 (min)	(per DENR approved design)	(per DENR approved design)
		Total workshop area	110 ++sq. meter
Lecture Area	8 x 5 m	40 sq meter	40 sq meter

**The training center has the option to partner with an SLF facility with ECC.

3.6 TRAINER'S QUALIFICATIONS FOR SANITARY LANDFILL OPERATIONS NC II

TRAINER QUALIFICATION

- Holder of NTTC Level I in Sanitary Landfill Operations NC II
- Must be able to communicate in English and Filipino/vernacular;
- Must have at least 5 years relevant SLF industry experience; and
- Must have attended relevant training and seminars on SLF operations.

3.7 INSTITUTIONAL ASSESSMENT

Institutional assessment is undertaken by trainees to determine their achievement of units of competency. A certificate of achievement is issued for all units of competency.

SECTION 4 ASSESSMENT AND CERTIFICATION ARRANGEMENT

Competency Assessment is the process of collecting evidence and making judgments whether competency has been achieved. The purpose of assessment is to confirm that an individual can perform to the standards expected at the workplace as expressed in relevant competency standards.

The assessment process is based on evidence or information gathered to prove achievement of competencies. The process may be applied to an employable unit(s) of competency in partial fulfillment of the requirements of the national qualification.

4.1 NATIONAL ASSESSMENT AND CERTIFICATION ARRANGEMENTS

4.1.1 A National Certificate (NC) is issued when a candidate has demonstrated competence in all the units of competency that comprise the Training Regulations for **SANITARY LANDFILL OPERATIONS NC II** as follows:

BASIC COMPETENCIES

Participate in workplace communication
Work in team environment
Practice career professionalism
Practice occupational health and safety procedures

COMMON COMPETENCIES

Develop and update industry knowledge
Perform workplace security and safety practices
Maintain environmental health and awareness in the work place

CORE COMPETENCIES

Direct dumping/disposal of in-coming waste in the active cell
Direct post-dumping activities

4.1.2 Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units.

4.1.3 The following are qualified to apply for assessment and certification:

- Graduates of training programs related to waste management
- Experienced workers in sanitary landfill facilities

4.1.4 Reassessment is allowed only after one month from the date of assessment. Reassessment for a National Certificate shall be done only on the task/s that the candidate did not successfully achieve.

4.1.5 A candidate who fails the assessment for two (2) consecutive times will be required to go through a refresher course before taking another assessment.

- 4.1.6 Only certified individuals in this Qualification may be nominated by the industry sector for accreditation as competency assessor.

4.2 **COMPETENCY ASSESSMENT REQUISITE**

4.2.1 Self-Assessment Guide. The self-assessment guide (SAG) is accomplished by the candidate prior to actual competency assessment. SAG is a pre-assessment tool to help the candidate and the assessor determine what evidence is available, where gaps exist, including readiness for assessment.

This document can:

- a. Identify the candidate's skills and knowledge
- b. Highlight gaps in candidate's skills and knowledge
- c. Provide critical guidance to the assessor and candidate on the evidence that need to be presented
- d. Assist the candidate to identify key areas in which practice is needed or additional information or skills that should be gained prior`

4.2.2 Accredited Assessment Center. Only Assessment Center accredited by TESDA is authorized to conduct competency assessment. Assessment centers undergo a quality assured procedure for accreditation before they are authorized by TESDA to manage the assessment for National Certification.

4.2.3 Accredited Competency Assessor. Only accredited competency assessor is authorized to conduct assessment of competence. Competency assessors undergo a quality assured system of accreditation procedure before they are authorized by TESDA to assess the competencies of candidates for National Certification.

**ANNEX A - COMPETENCY MAP
SANITARY LANDFILL OPERATIONS NC II**

BASIC COMPETENCIES

Receive and respond to workplace communication	Work with Others	Demonstrate work values	Practice basic housekeeping procedures	Participate in workplace communication
Work in a team environment	Practice career professionalism	Practice occupational health and safety procedures	Lead workplace communication	Lead small team
Develop and practice negotiation skills	Solve problems related to work activities	Use mathematical concepts and techniques	Use relevant technologies	Utilize specialist communication skills
Develop team and Individuals	Apply problem solving techniques in the workplace	Collect, analyze and organize information	Plan and organize Work	Promote environmental protection

COMMON COMPETENCIES

Develop and update industry knowledge	Perform workplace security and safety practices	Maintain environmental health and awareness in the work place		
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CORE COMPETENCIES

Direct dumping/disposal of incoming waste in the active cell	Performt post-dumping activities			
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DEFINITION OF COMMON TERMS

1. **Agricultural waste** shall refer to waste generated from planting or harvesting of crops, trimming or pruning of plants and wastes or run-off materials from farms or fields;
2. **Bulky wastes** shall refer to waste materials which cannot be appropriately placed in separate containers because of either its bulky size, shape or other physical attributes. These include large worn-out or broken household, commercial, and industrial items such as furniture, lamps, bookcases, filing cabinets, and other similar items;
3. **Buy-back center** shall refer to a recycling center that purchases or otherwise accepts recyclable materials from the public for the purpose of recycling such materials;
4. **Collection** shall refer to the act of removing solid waste from the source or from a communal storage point;
5. **Composting** shall refer to the controlled decomposition of organic matter by micro-organisms, mainly bacteria and fungi, into a humus-like product;
6. **Consumer electronics** shall refer to special waste that includes worn-out, broken, and other discarded items such as radios, stereos, and TV sets;
7. **Controlled dump** shall refer to a disposal site at which solid waste is deposited in accordance with the minimum prescribed standards of site operation;
8. **Department** shall refer to the Department of Environment and Natural Resources;
9. **Disposal** shall refer to the discharge, deposit, dumping, spilling, leaking or placing of any solid waste into or in a land;
10. **Disposal site** shall refer to a site where solid waste is finally discharged and deposited;
11. **Ecological solid waste management** shall refer to the systematic administration of activities which provide for segregation at source, segregated transportation, storage, transfer, processing, treatment, and disposal of solid waste and all other waste management activities which do not harm the environment;
12. **Environmentally acceptable** shall refer to the quality of being re-usable, biodegradable or compostable, recyclable and not toxic or hazardous to the environment;
13. **Generation** shall refer to the act or process of producing solid waste;
14. **Generator** shall refer to a person, natural or juridical, who last uses a material and makes it available for disposal or recycling;
15. **Hazardous waste** shall refer to solid waste management or combination of solid waste which because of its quantity, concentration or physical, chemical or infectious characteristics may:

- (1) cause, or significantly contribute to an increase in mortality or an increase in serious irreversible, or incapacitating reversible, illness; or
 - (2) pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed;
16. **Leachate** shall refer to the liquid produced when waste undergo decomposition, and when water percolate through solid waste undergoing decomposition. It is contaminated liquid that contains dissolved and suspended materials;
 17. **Materials recovery facility** - includes a solid waste transfer station or sorting station, drop-off center, a composting facility, and a recycling facility;
 18. **Municipal waste** shall refer to wastes produced from activities within local government units which include a combination of domestic, commercial, institutional and industrial wastes and street litters;
 19. **Open dump** shall refer to a disposal area wherein the solid wastes are indiscriminately thrown or disposed of without due planning and consideration for environmental and Health standards;
 20. **Opportunity to recycle** shall refer to the act of providing a place for collecting source-separated recyclable material, located either at a disposal site or at another location more convenient to the population being served, and collection at least once a month of source-separated recyclable material from collection service customers and to providing a public education and promotion program that gives notice to each person of the opportunity to recycle and encourage source separation of recyclable material;
 21. **Person(s)** shall refer to any being, natural or judicial, susceptible of rights and obligations, or of being the subject of legal relations;
 22. **Post-consumer material** shall refer only to those materials or products generated by a business or consumer which have served their intended end use, and which have been separated or diverted from solid waste for the purpose of being collected, processed and used as a raw material in the manufacturing of recycled product, excluding materials and by-products generated from, and by-products generated from, and commonly used within an original manufacturing process, such as mill scrap;
 23. **Receptacles** shall refer to individual containers used for the source separation and the collection of recyclable materials;
 24. **Recovered material** shall refer to material and by products that have been recovered or diverted from solid waste for the purpose of being collected, processed and used as a raw material in the manufacture of a recycled product;
 25. **Recyclable material** shall refer to any waste material retrieved from the waste stream and free from contamination that can still be converted into suitable beneficial use or for other purposes, including, but not limited to, newspaper, ferrous scrap metal, non-ferrous scrap metal, used oil, corrugated cardboard, aluminum, glass, office paper, tin cans and other materials as may be determined by the Commission;

26. **Recycled material** shall refer to post-consumer material that has been recycled and returned to the economy;
27. **Recycling** shall refer to the treating of used or waste materials through a process of making them suitable for beneficial use and for other purposes, and includes any process by which solid waste materials are transformed into new products in such a manner that the original product may lose their identity, and which maybe used as raw materials for the production of other goods or services: Provided, That the collection, segregation and re-use of previously used packaging material shall be deemed recycling under this Act;
28. **Resource conversation** shall refer to the reduction of the amount of solid waste that are generated or the reduction of overall resource consumption, and utilization of recovered resources;
29. **Resources recovery** shall refer to the collection, extraction or recovery of recyclable materials from the waste stream for the purpose of recycling, generating energy or producing a product suitable for beneficial use: Provided, That such resource recovery facilities exclude incineration;
30. **Re-use** shall refer to the process of recovering materials intended for the same or different purpose without the alteration of physical and chemical characteristics;
31. **Sanitary landfill** shall refer to a waste disposal site designed, constructed, operated and maintained in a manner that exerts engineering control over significant potential environment impacts arising from the development and operation of the facility;
32. **Schedule of Compliance** shall refer to an enforceable sequence of actions or operations to be accomplished within a stipulated time frame leading to compliance with a limitation, prohibition or standard set forth in this Act or any rule of regulation issued pursuant thereto;
33. **Secretary landfill** shall refer to the Secretary of the Department of Environment and Natural Resources;
34. **Segregation** shall refer to a solid waste management practice of separating different materials found in solid waste in order to promote recycling and re-use of resources and to reduce the volume of waste for collection and disposal;
35. **Segregation at source** shall refer to a solid waste management practice of separating, at the point of origin, different materials found in solid waste in order to promote recycling and re-use of resources and to reduce the volume of waste for collection and disposal;
36. **Solid waste** shall refer to all discarded household, commercial waste, non-hazardous institutional and industrial waste, street sweepings, construction debris, agricultural waste, and other non-hazardous/non-toxic solid waste.

Unless specifically noted otherwise, the term "solid waste" as used in this Act shall not include:

- (1) Waste identified or listed as hazardous waste of a solid, liquid, contained gaseous or semisolid form which may cause or contribute to an increase in mortality or in serious

or incapacitating reversible illness, or acute/chronic effect on the health of persons and other organisms;

- (2) Infectious waste from hospitals such as equipment, instruments, utensils, and fomites of a disposable nature from patients who are suspected to have or have been diagnosed as having communicable diseases and must therefore be isolated as required by public health agencies, laboratory wastes such as pathological specimens (i.e. all tissues, specimens of blood elements, excreta, and secretions obtained from patients or laboratory animals) and disposable fomites that may harbor or transmit pathogenic organisms, and surgical operating room pathologic materials from outpatient areas and emergency rooms; and
- (3) Waste resulting from mining activities, including contaminated soil and debris.

37. **Solid waste management** shall refer to the discipline associated with the control of generation, storage, collection, transfer and transport, processing, and disposal of solid wastes in a manner that is in accord with the best principles of public health, economics, engineering, conservation, aesthetics, and other environmental considerations, and that is also responsive to public attitudes;
38. **Solid waste management facility** shall refer to any resource recovery system or component thereof; any system, program, or facility for resource conservation; any facility for the collection, source separation, storage, transportation, transfer, processing, treatment, or disposal of solid waste;
39. **Source reduction** shall refer to the reduction of solid waste before it enters the solid waste stream by methods such as product design, materials substitution, materials re-use and packaging restrictions;
40. **Source separation** shall refer to the sorting of solid waste into some or all of its component parts at the point of generation;
41. **Special wastes** shall refer to household hazardous wastes such as paints, thinners, household batteries, lead-acid batteries, spray canisters and the like. These include wastes from residential and commercial sources that comprise of bulky wastes, consumer electronics, white goods, yard wastes that are collected separately, batteries, oil, and tires. These wastes are usually handled separately from other residential and commercial wastes;
42. **Storage** shall refer to the interim containment of solid wastes after generation and prior to collection for ultimate recovery or disposal;
43. **Transfer stations** shall refer to those facilities utilized to receive solid wastes, temporarily store, separate, convert, or otherwise process the materials in the solid wastes, or to transfer the solid wastes directly from smaller to larger vehicles for transport. This term does not include any of the following:
 - (1) a facility whose principal function is to receive, store, separate, convert or otherwise process in accordance with national minimum standards, manure;
 - (2) a facility, whose principal function is to receive, store, convert, or otherwise process wastes which have already been separated for re-use and are intended for disposals, and

- (3) the operations premises of a duly licensed solid waste handling operator who receives, stores, transfers, or otherwise processes wastes as an activity incidental to the conduct of a refuse collection and disposal business.
44. **Waste diversion** shall refer to activities which reduce or eliminate the amount of solid waste from waste disposal facilities;
45. **White goods** shall refer to large worn-out or broken household, commercial, and industrial appliances such as stoves, refrigerators, dishwashers, and clothes washers and dryers collected separately. White goods are usually dismantled for the recovery of specific materials (e.g., copper, aluminum, etc.);
46. **Yard waste** shall refer to wood, small or chipped branches, leaves, grass clippings, garden debris, vegetable residue that is recognized as part of a plant or vegetable and other materials identified by the Commission.

ACKNOWLEDGEMENT

The Technical Education and Skills Development Authority (TESDA) wishes to extend thanks and appreciation to the many representatives of business, industry, academe and government agencies who rendered their time and expertise to the development and validation of these Training Regulations.

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